

# SHERFIELD PARK PARISH COUNCIL

## Sherfield Park Parish Council (SPPC) Full Council Meeting held at Sherfield Park Parish Office at 7.30pm on Wednesday 9<sup>th</sup> October 2019

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
<b>Councillors:</b>			
Cllr. Bowyer		✓	
Cllr. Gordon	✓		
Cllr. Vaux	✓		
Cllr. Goodenough	✓		
Cllr. Alvares	✓		
Cllr. Rouse	✓		

In attendance: Borough Councillor Edwards, Tracy Hamer (Clerk) taking the minutes, and 3 members of the public. Apologies were received from Borough Councillor Miller, County/Borough Councillor Still and Carl Lesh (SPCA).

Agenda Item	Issue	Actions
<b>101901</b>	<b>To receive and accept apologies of absence</b> Apologies were received from Cllr Bowyer, Borough Councillors Miller and Still, who is also our County Councillor.	
<b>101902</b>	<b>Declarations of interest relevant to items on this agenda</b> It was noted that Cllr Gordon is a trustee of the SPCA and therefore has a non-pecuniary interest regarding item 10.	
<b>101903</b>	<b>To sign as a correct record, the minutes of the Full Council meeting held on 11<sup>th</sup> September 2019</b> The Council unanimously agreed the minutes of the meeting. Proposed by Cllr Rouse and seconded by Cllr Goodenough. The minutes were signed by the Chair – Cllr Vaux.	
<b>101904</b>	<b>Matters arising from items from previous meetings and actions noted on the Action Log.</b> <ul style="list-style-type: none"> <li>The Parish Council Office has been formally signed off by building control at BDBC, no flashing required. Open Spaces to create maintenance plan including budget.</li> <li>Cllr Vaux has requested that key roads be included within the HCC Priority 1 salt route. The current criteria is being assessed by HCC.</li> </ul>	Cllr Rouse/Open Spaces

Signed by Chair.....

	<ul style="list-style-type: none"> <li>Section 106 related projects are on hold until full adoption by BDBC is complete. Cllr Vaux to request an update regarding timescale and assurance that the allotted funds remain allocated.</li> <li>Cllr Edwards noted there is no update regarding reduced street lighting.</li> <li>The Clerk confirmed the new accounts package will be installed 22.10.19.</li> </ul>	Cllr Vaux
<b>091905</b>	<p><b>To receive any Chairman's announcements.</b></p> <ul style="list-style-type: none"> <li>Cllr Beattie's resignation on 11/09/19 was formally noted. The borough received no requests for an election so the Parish Council is able to co-opt as required. A notice has been posted with a closing date of 31/10/19</li> <li>HCC will be allocated 196 more police in addition to the extra 200 funded by the precept increase</li> <li>The traffic calming signs have been broadly welcomed by residents, with noticeable reductions in some places. The "Unsuitable for HGVs" signs have been removed from their current positions while Open Spaces consider where they would be most effective.</li> <li>The European Union Resettlement Scheme has been promoted by the parish council as requested by central government.</li> </ul>	
<b>101906</b>	<p><b>Public Participation session – 15 minutes</b></p> <ul style="list-style-type: none"> <li>A resident asked if a Parish Councillor will attend the Over 55's Club at the SPCC to explain the role of the Parish Council as previously discussed. Cllr Vaux agreed to organise and attend.</li> <li>A resident who is new to Sherfield Park commented on parking issues in the area. Councillors commented that the situation is ongoing but noted their concerns.</li> </ul>	Cllr Vaux
<b>101907</b>	<p><b>To receive reports from the County Councillor, Borough Councillors, SPCA and the PPG</b></p> <ul style="list-style-type: none"> <li>Cllr Vaux shared a traffic survey report on behalf of County Cllr Still. See Appendix 1. Open Spaces to explore results further.</li> <li>Borough Cllr Edwards confirmed that issues with bin collections are now resolved. Local door knockers have been reported from 'Money Expert' and should be disregarded by residents.</li> <li>Carl Lesh from SPCA updated the Parish Council via email that the organisation of the Christmas Event is well under way.</li> </ul>	Cllr Rouse/Open Spaces

Signed by Chair.....

	<ul style="list-style-type: none"> <li>PPG – No updates at present.</li> </ul>	
<b>101908</b>	<b>To note the current financial situation &amp; AGAR 2018/19</b> The AGAR 2018/19 was noted and is now complete. The Council noted that the present financial situation is satisfactory. See Appendix 2 for details.	
<b>101909</b>	<b>To authorise any requests for payments</b> The Council resolved to approve the payments in Appendix 3 to these minutes. Proposed by Cllr Gordon and seconded by Cllr Vaux.	
<b>101910</b>	<b>To consider an application from SPCA for a grant of £200 under Section 145 of LGA 1972 to contribute to the cost of screening an open air cinema.</b> It was resolved that all members unanimously agreed to support the grant. Proposed by Cllr Rouse and seconded by Cllr Alvares.	
<b>101911</b>	<b>To confirm changes to the Clerk's remuneration including incremental date of increase according to terms of employment</b> Cllr Vaux confirmed minutes of the confidential session dated 11/09/19 have been circulated. It was resolved that all members unanimously agreed to approved the Clerk's probationary period, that the salary has been adjusted to spine point 23 and the salary incremental date is 17 June annually. Proposed by Cllr Vaux and seconded by Cllr Goodenough.	
<b>101912</b>	<b>To receive a report from the Communications Working Group</b> Cllr Gordon confirmed the website is almost complete and that the Clerk has served written notice to Vision ICT as of 01/10/19. Cllr Alvares to liaise with members to arrange storage of emails. The website to be live by 01/11/19.	Cllr Alvares/ Clerk
<b>101913</b>	<b>To receive a report from the Open Spaces Working Group</b> Cllr Rouse explained proposals as outlined in Appendix 4. The Council resolved to delegate a total spend of £23,100 to Open Spaces (which includes an extra 5% contingency). The clerk will project manage the total spend. Open Spaces are to meet monthly and present a quarterly report to Council to update spend against budget. Proposed by Cllr Goodenough and seconded by Cllr Alvares.  The Pollination Project is confirmed for 26/10/19. Facebook and the PC website will be used to advertise.	Open Spaces/ Clerk

Signed by Chair.....

<b>101914</b>	<b>To review and agree co-option policy</b> The Council unanimously agreed to adopt the co-option policy. Proposed by Cllr Vaux and seconded by Cllr Rouse.	
<b>101915</b>	<b>To agree next steps following meeting with police representatives.</b> The Council unanimously agreed to form a comms plan based on the police report to include mailers, web site updates and FB coverage. Proposed by Cllr Rouse and seconded by Cllr Alvares.	Clerk/ Cllr Alvares
<b>101916</b>	<b>To receive a report regarding current actions to resolve dog fouling in public areas.</b> Cllr Goodenough reviewed actions to date which included a meeting with members of Sherfield on Loddon Parish Council, Charlotte Tall (Community Safety Patrolling Officer for BDBC) and the SPCA, and a leaflet drop. BDBC will erect permanent signage on the playing field.	
<b>101917</b>	<b>To consider any additional risks identified for the risk register in this meeting and update accordingly.</b> Nil.	
<b>101918</b>	<b>To consider matters for including in the next issue of the Loddon Valley Link.</b> The Council requested that the Clerk prepare an article including information on the following: <ul style="list-style-type: none"> <li>• Dog Fouling issues</li> <li>• Traffic calming signage feedback</li> <li>• Hampshire Alert</li> <li>• Councillor Vacancy</li> </ul>	Clerk
<b>101919</b>	<b>To confirm the date of the next Parish Council meeting as 13<sup>th</sup> November 2019</b> The Full Council will next meet on 13 <sup>th</sup> November 2019 and the Finance Committee will meet on 16 <sup>th</sup> October 2019. The Chair gave her apologies for both meetings.	Clerk/Chair

There being no further public business, the meeting closed at 9pm

Signed by Chair.....

### **Appendix 1 – Agenda Item 101907**

The Traffic survey on Rockbourne Road was completed 9<sup>th</sup> to 16<sup>th</sup> Sept at the location shown on the plan below. The results are as follows:

Eastbound mean speed 20.5mph  
Westbound mean speed 20.5mph  
Average daily volume 1013 vehicles per day.

There was an average of 1 vehicle per day travelling within the 31-35mph range. The 85 percentile speeds, that is the speed at which 85% of the traffic is travelling at or below is 24.6mph westbound and 24.9mph eastbound.

Vehicle length classification details were recorded as part of the survey and the results (average per day) are as follows:

643 vehicles under 5.2m (Motorcycles, Cars)  
300 vehicles 5.2-6.5m (Larger cars, Light Goods Vehicles)  
67 vehicles 6.5-11.5m (Single Unit Trucks, Medium Goods Vehicles over 3.5T, Buses)  
2 vehicles over 11.5m (Larger Buses, Heavy Goods Vehicles, Articulated Vehicles)

The results demonstrate a high level of compliance with the speed limit and do not raise any concerns in respect of excessive traffic speed.

Signed by Chair.....

## Appendix 2 – Agenda Item 101908

<u>Monthly sheet September 2019</u>			
		Balance Bought Forward	81,617.38
		Interest	11.20
		Precept 19/09	19,610.00
			<b>101,238.58</b>
01-Sep	BT	Monthly office broadband charge	£59.99
05-Sep	PlusNet	Monthly office phone charge	£6.50
16-Sep	Viking	Stationery order	£46.46
16-Sep	Tracy Hamer	Clerks Expenses	£25.00
16-Sep	Richard Oats	New boots	£50.00
16-Sep	Roots	Grass cutting	£48.00
20-Sep	SSE	Electricity	£15.00
16-Sep	Vision ICT	Web hosting	£72.14
23-Sep	Staff Salary	Parish Clerk	£828.53
23-Sep	Staff Salary	Litter Warden	£147.17
17-Sep	Emorsgate	Yellow Rattle Seeds	£54.08
		Total Payments	£1,352.87
Balance as at 30th September 2019			99,885.71
Current Account Balance			33,934.78
Deposit			65,950.93
			99,885.71



Signed by Chair.....

**Appendix 3 – Agenda Item 101909**

BT	Monthly office broadband charge	GP00546968	DD	£59.99	DD 02/10/19
PlusNet	Monthly office phone charge	13355810	DD	£6.50	DD 04/10/19
Tracy Hamer	Clerks Expenses		EP	£5.04	Cleaning products for the office
Richard Oats	Litter Warden Expenses		EP	£11.76	Bin bag hoop
Roots	Grass cutting	1375	EP	£48.00	Grass Cutting
SSE	Electricity		SO	£15.00	DD 02/09/19
Direct Bulbs	Daffodil bulbs	3500	EP	£200.00	
PKF Littlejohn	AGAR	SB20193464	EP	£360.00	
HMRC	Staff Tax & NI		EP	£37.00	From August
HMRC	Staff Tax & NI		EP	£115.17	PAYE
Staff Salary	Parish Clerk	October Salary	EP	£682.06	Tracy Hamer
Staff Salary	Litter Warden	October Salary	EP	£147.37	Richard Oats
<b>PAYMENT TOTALS</b>				<b>£1,621.40</b>	

Signed by Chair.....

# Appendix 4 – Agenda Item 101913

		costs	Contact
Gaiger Avenue wild Meadow turf	Enhanced Wildflower Native enriched Turf and 2 x 1500 crate bulbs 136 square metre -laid as a 2m just x 70m strip	MeadowTurf £1552 Vibrant spring £ 225 Bees butterflies£225 Del £120 Labour £300 Border/signs £300 Machines £400 <b>Total £3183 incl vat</b>	Wildflower turf <a href="http://www.wildflowerturf.co.uk">http://www.wildflowerturf.co.uk</a>
Locations: 1 & 2- Rockbourne Road – Grass either side Petty’s copse (opposite Allington Rise). 3 - Rockbourne Road – Grass Opposite to Crofton Square (towards (Millbrook)).	Bluebell strips (£71 PSM) 1&2 ) – 19 metres either side – 19 metres total 3) – 19 metres Total 57 SQM Total	1&2) - £2698  3) £1349 Del - £5 Labour £300  <b>Total - £4352</b>	<a href="https://bulbs.co.uk/product/bluebells">https://bulbs.co.uk/product/bluebells</a>  Suppliers dept
SP notice boards	 The Chasemore farm example  2 x signs	£5445.60 in VAT Labour £150 a day  <b>Total £5595.6 inc VAT</b>	<b>Fitzpatrick Woolmer PD</b> <b>Craig</b> 01634711 771
Entrance planters  Recommendations ... Open to discussion pre Meeting as other options for pots are below..	A choice of self-watering planters which would need planting up with ivy and evergreens and be supplemented with seasonal plants so after the initial expenditure there would be maintenance and replanting costs 2 X oct 3 tier fountain - £729 x 2 - £1749 inc VAT).	£1749 inc VAT £2491.2 inc VAT  £50 Delivery	Amberol 01773 830 930 Worm that turned 03456052525

Signed by Chair.....



Contents – Further research required...	4 x Circle 3 tier Fountain - £519 ex VAT x 4 = £2491.2  Content for planters for separate discussion.	<b>Total - £4290.2 inc VAT</b>	
Pedestrian walks Amport Park Sunwood drive Bench	Bark or wood chip on Amport wood and Sunwood drive sitting area. Refresh/relay. Amport – 260 Sqm – Sunwood – 30 Sqm -	Bark (pine – good quality)  £999 inc VAT Labour £75 <b>Total £1074 inc VAT</b>	Mole/ Travis perkins etc
Monxton Place Planting		Bulbs in office	
Pollination promise groundwork	170 square metres of seed supplied by Chineham conservancy and our own supply of rattle	Equipment hire already agreed & in budget	
Contact to access to Amport wildlife area for a bug hotel /compost heap		TBC	Steve Sumners
Ditching development	Stream all brambles and Nettles as well as autumn clearance ready for a clean spring season	Agreed	
Parish office planter	The office front is 5 m long and the side x4 £340x2 £680	<b>Total:£816 inc VAT</b>	
Christmas tree	10-year old Christmas pruned for shape	<b>Total £1720 inc VAT and Planting</b>	Hortus Loci-Adam 0118 9326487
Paint parish office exterior			
Research long term Woodland Management Advisor	The Hampshire and Isle of Wight Wildlife Trust have an Advisory Service	<b>Total:£375 per day</b>	arcadian@hiwwt.org.uk
Research long term Wet area Management Advisor		<b>Total:£375 per day</b>	<a href="tel:01489774400">tel:01489774400</a>
Progress Trim trail			

Signed by Chair.....

DRAFT

Signed by Chair.....